Online Course Schedule
Summer 2009

Charter Oak
STATE COLLEGE

Degrees Without Boundaries
Revised May 20, 2009
Distance Learning
Course Schedule – Summer 2009*

Charter Oak State College Courses
Summer 2009 Semester

Registration begins March 30, 2009

8-week Term
May 26 – July 18, 2009

Session 1, 5-week Courses
May 26 – June 27, 2009

Session 2, 5-week Courses
June 29 – August 1, 2009

*Summer 2009 Semester: May 24 – August 23, 2009

Calendar Summer 2009

March 30  Course registration begins
April 10  College closed for Good Friday
May 25  College closed for Memorial Day
May 26  Courses begin (refer to course descriptions for 5-week courses).
May 27  Last day to receive 100% tuition refund for 8-week summer session courses and for 5-week Session 1 courses
June 27  5-week Session 1 courses end
June 29  5-week Session 2 courses begin
June 30  Last day to receive 100% tuition refund for 5-week Session 2
July 3  College closed for Independence Day
July 18  8-week term courses end
August 1  5-week Session 2 courses end

Calendar Spring 2010

November 9  Course registration begins
November 26 & 27  College closed for Thanksgiving
December 25  College closed for Christmas
January 1, 2010  College closed for New Year’s Day
January 18  College closed for Martin Luther King Day
January 19  Courses begin for 15-week full semester; 8-week Term 1 and 5-week Session 1
January 20  Last day to receive 100% tuition refund for full semester, Term 1 and Session 1
February 7  No refunds given after this date for full semester and Term 1 courses
February 12 & 15  College closed in observance of Presidents’ Day
February 20  5-week Session 1 courses end
February 22  5-week Session 2 courses begin
February 23  Last day to receive 100% tuition refund for 5-week Session 2
March 13  Video course midterm exams for full semester courses; courses end for 8-week Term 1
March 15  8-week Term 2 courses begin
March 16  Last day to receive 100% tuition refund for 8-week Term 2 courses
March 27  5-week Session 2 courses end
March 29  5-week Session 3 courses begin
March 30  Last day to receive 100% tuition refund for 5-week Session 3
April 2  College closed for Good Friday
May 1  Video course final examinations; last day of full semester and 5-week Session 3
May 8  8-week Term 2 courses end

Calendar Fall 2009

July 1  Course registration begins
August 31  Courses begin for 15-week full semester, 8-week Term 1 and 5-week Session 1 courses
September 1  Last day to receive 100% tuition refund for full semester, Term 1 and Session 1
September 7  College closed for Labor Day
October 3  5-week Session 1 courses end
October 5  5-week Session 2 courses begin
October 6  Last day to receive 100% tuition refund for Session 2
October 12  College closed for Columbus Day
October 24  Video course midterm exams; last day of 8-week Term 1 courses
October 26  8-week Term 2 courses begin
October 27  Last day to receive 100% tuition refund for Term 2

For all tuition refund information, refer to Refund Schedule. For start dates for all Non-Credit Courses, refer to individual course descriptions, Non-Credit Courses.

“My class was a great learning experience. I now have more communication skills, teamwork skills and time management skills, than when I started.”
Are you thinking of completing your degree or do you just want to enroll in distance learning courses? Either way, Charter Oak State College is for you.

Charter Oak State College at a Glance

Charter Oak State College is Connecticut’s public online college offering affordable and flexible degree completion programs for busy adults. Students can earn degrees at both the associate and baccalaureate levels through a variety of traditional and non-traditional means.

Most Charter Oak courses are offered online, and students may choose from an expansive selection of 5, 8 and 15-week courses in nearly 50 areas of study.

Charter Oak’s online courses offer an interactive, practical learning experience and are taught by a distinguished and credentialed faculty.

Additionally, the College recognizes and accepts credits awarded by other regionally accredited colleges and universities. Credits may also be awarded from other sources including college level exams, military training, portfolio assessment, training programs evaluated by ACE, PONSI or Charter Oak State College, certain professional licenses and certifications, and contract learning.

A Connecticut state college, Charter Oak was established in 1973 and is accredited by the New England Association of Schools and Colleges.

Areas of Study

Baccalaureate degree candidates have the option of focusing their learning in a number of academic areas of study:

* Can be completed solely by enrolling in courses offered by Charter Oak State College

American Studies *
Anthropology
Applied Arts
Applied Behavioral Science (Human Services)
Art History
Biology
Business Administration *
Chemistry
Child and Youth Development *
Child Study
Child Study – Montessori Focus
Communication
Computer Science Studies
Criminal Justice *
Ecological Studies
Economics
Engineering Studies
Environmental Studies
Fire Service Administration
Foreign Language
Geography
Geology
Health Care Administration *
Health Studies
History
Individualized Studies *
Information Systems Studies *
Interior Design Management
Judaic Studies
Liberal Studies *
Literature
Mathematics
Music History
Music Theory
Optical Business Management
Organizational Leadership *
Organizational Management *
Paralegal Studies *
Philosophy
Physics
Political Science
Psychology *
Public Administration *
Public Safety Administration *
Religious Studies
Sociology *
Technology Studies

Learn More About Charter Oak State College

Visit http://www.charteroak.edu or call the Admissions Office at 860-832-3855.
Distance Learning Opportunities at Charter Oak State College

Welcome! Charter Oak State College is Connecticut’s public distance learning degree program. Distance learning courses provide you with the opportunity to choose the time and place to study. IT IS NOT AN EASIER WAY for a self-motivated student to earn credit, but it is certainly a more convenient way than attending classes on ground. You will need to complete reading and writing assignments on schedule, take required examinations and write research papers.

Online Courses

Accelerated Online Courses
5-and 8-week terms
All summer term courses are accelerated 5 or 8-week courses. These are the same in content as 15-week courses, only condensed into five or eight weeks. Three credit courses require approximately 135 hours of computer and study time regardless of length of course. Therefore plan your time accordingly. We strongly advise that you do not enroll in more than one accelerated course per 5-week term and caution you about taking more than one course per 8-week term. 5-week courses require approximately 27 hours per week; 8-week courses require approximately 17 hours per week.

Course Syllabi
To preview the course syllabi before you register, go to http://www.charteroak.edu/syllabus. If you are a degree-seeking student enrolled at another college or university, we advise that you check with that school prior to registration to confirm the acceptance and transfer of your Charter Oak State College credits.

Email
Students will be assigned a Charter Oak email address. This is the only email which the College will use for all course work and correspondence. Students are responsible for checking their Charter Oak State College email on a regular basis. For assistance on forwarding your Charter Oak State College email account, go to http://www.charteroak.edu/pdf/ForwardingYourEmail.pdf.

Accessing Online Courses
Students will be able to access their course(s) four days prior to the official start date of the course.

Please note: HIS 102 is video-based. The Blackboard® course shell should be accessed only for informational and resources purposes.

Students who are taking their first course with Charter Oak State College and have not received a Charter Oak email address will be emailed their login information a few days after registering.

All registered online students new to Blackboard® must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/ before starting their first online course. It should take no more than twenty minutes to complete.

New computer users should complete the Connecticut Distance Learning Consortium (CTDLC) Basic Computer Skills Course at http://www.ctdlc.org/remediation. This is a short, easy-to-master, web-based course on basic online skills.

Computer Requirements
Charter Oak State College has developed online courses conducted in an electronic environment using Blackboard® course software. Online courses require appropriate computer equipment, and learners should have some general computer knowledge. Computer Requirements for Charter Oak State College online courses are:

System Requirements

- **Windows Operating System**
  Windows 98 or higher*
  Browsers:
  Internet Explorer 6.0.x - Certified (Blackboard certified w/Win XP only), fully tested and supported
  Firefox 1.0.x - Certified, fully tested and supported
  *Note: Internet Explorer 5.2-5.5 and AOL browsers were not tested by Blackboard and are not officially supported. Please visit this page for more information about Windows Vista support.

- **Mac Operating System**
  OS 10.2
  Browsers:
  Firefox 2.0.x - Compatible, key application areas tested
  Safari 2.0 - Compatible, key application areas tested
  OS 10.3
  Browsers:
  Firefox 2.0.x - Compatible, key application areas test
  Safari 2.0.x - Compatible, key application areas tested

- **Networking**
  Ports 8010 and 8011 must be open to access the Chat and Virtual Classroom tools.

- **America Online is not supported.** If you use AOL to sign on to the Internet, log in only to establish your
“Online learning has been a perfect fit in my life. Combining a job and parenting while completing a degree has been a challenge, but Charter Oak has made a seemingly impossible task possible.”

Tuition and Fees

The College reserves the right to change fees at any time when circumstances require.

TUITION for all credit courses:
- $186 per credit for Connecticut residents
- $256 per credit for out-of-state residents

FEES (non-refundable and not covered by financial aid):
- $40 Registration fee
- $45 Payment Plan fee

TUITION AND FEES for Non-credit Courses:

ENG 099: Criterion Writing Assessment, $40
(for non-matriculated students or students not enrolled in a Charter Oak State College course.)

TUITION AND FEES for Non-credit Certificate Programs:

Nurse Refresher Courses
- NUR 011: RN Refresher Course Module 1, $550
- NUR 012: RN Refresher Course Module 2, $550
- NUR 013: RN Refresher Course Module 3 (Clinical), $1000
- NUR 021: LPN Refresher Course Module 1, $1100
- NUR 022: LPN Refresher Course Module 2 (Clinical), $1000
- NUR 031: Introduction to Perioperative Nursing, $900

Home Care Nursing Courses
- HCN 010: Introduction to Home Care Nursing, $500
- HCN 011: Home Care Tutorial One – Clinical Practice in the Home Care Environment, $300
- HCN 012: Home Care Tutorial Two – Home Regulations and Documentation Requirements, $300

Pharmacists Refresher Course
- PHA 011, 021, 013, $550 each

For non-credit certificate programs, a one-time non-refundable $40 registration fee will cover all modules. The registration fee for NUR 031: Introduction to Perioperative Nursing is included in the tuition.
Active duty military personnel and their spouses pay Connecticut resident tuition. If a student is enrolled in the Charter Oak Military Partnership Program, special rates apply.

TUITION AND FEES for the Military Partnership Program

The Military Partnership Program
The Military Partnership Program is designed for active duty service members, military reservists and ARNG ESC or CGI referrals who intend to complete their degrees with credit earned from Charter Oak State College distance learning courses. Students participating in this program will pay a reduced academic services fee and commit to enrolling in Charter Oak State College distance learning courses at the MPP tuition rate as outlined below.

Bachelor's degree
12 semester credit hours must be started within one year of the initial payment of the academic services fee.

Associate degree
6 semester credit hours must be started within one year of the initial payment of the academic services fee.

Students who have met the credit requirement will have the option to renew for a second year in this program.

Students who did not meet the credit requirement will not have the option to continue in the Military Partnership Program. To continue as a student they must pay the current academic services renewal fee and MPP tuition rate.

Application fee $75
Academic services fee (annual) $270
MPP tuition rate per credit $220
Graduation $205

AUDIT FEE:
Prior to the start of the course and with the permission of the instructor, students who wish to audit a course may do so by paying 50% of the per credit tuition plus the registration fee. A student registered in a course for credit may not change to an audit after the first day of the course. An audit grade cannot be changed to a letter grade and a letter grade cannot be changed to an audit grade after the course begins.

Payment Plan

- Enrollment solely in a 5-week course is not eligible for the payment plan.
- Other fees totaling $200 or more may be paid using the payment plan.
- The $45 payment plan and the $40 registration fees are non-refundable.
- Students may sign up for a payment plan online using the Acorn Web portal at https://acorn.charteroak.edu. The first payment is due when an individual payment plan is created. Payment Plans terms and conditions are available on the portal.
- Students utilizing the payment plan are liable for the entire amount if they withdraw from the course after the refund period ends.
- All payments must be made prior to the release of grades or transcripts.
- Additional information can be found at http://www.charteroak.edu/register.

How to Register

You do not need to be seeking a degree at Charter Oak State College in order to take our courses. Before you register, read the Charter Oak State College Policies and Regulations.

If you are a first time student with Charter Oak State College, or do not have a Charter Oak State College email address you must request a login at http://www.charteroak.edu/register.

- Click on “Request Account for Registration.”
- Complete the Request for Login and submit.
- You will be emailed an account login. Once you receive the login you may return to the Registration page and follow the instructions for course registration.

On-Line Registration

1. Log into ACORN http://acorn.charteroak.edu; all current students have accounts.
2. Use the course search function (found on the home and student tabs). Choose the term you want to register for and click “Search.”
3. Using the check boxes, check the courses you would like to add and click on the “Add Courses” button at the bottom of the page.
4. The next page will confirm your course selection and allow you to search for more courses or drop courses if they are incorrect. You must click "Next Step." to proceed.

5. The next page displays the account balance (which might include non-course charges). You must click "Pay Now" to pay for the courses and complete the registration.

6. Clicking "Pay Now" will move you to our payment gateway so you can pay in full or use the payment plan.

7. You will see your “Current Balance.” To pay in full you need to click "Click here to make a payment." To use the payment plan, click on "Installment Payment Plans" to the right instead, and follow the directions.

8. Click “Add to basket.”

9. Click “Checkout.”

10. Selection one of the payment options. Answer the appropriate questions and “Continue checkout.”

11. You will receive an e-mail receipt and be able to e-mail another one or print a copy for your records.

If you are visiting Charter Oak State College and wish to register in person, a kiosk is located in the College lobby. Students may register through this automated system Monday through Thursday, 8:30 a.m. to 7:00 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

No student will be allowed to start a course without appropriate payment.

- Once a student registers, it may take one to two business days for the registration to be processed. Students should return to the ACORN portal to view their class schedule and course status. The registration is complete when a course becomes “Current” on the student’s schedule. Students may not be able to enter the course on the first day if they have not registered and paid in a timely manner. Please register as early as possible!

- Most courses have space limitations, and there is no guarantee that students will be able to enroll in the course(s) of their choice.

- It is recommended that students register no later than two weeks prior to the course start date to insure sufficient time to obtain course materials.

- If you are seeking a degree at Charter Oak State College, you should check with your counselor prior to registration to determine if you have selected an appropriate course for your degree program.

- If you are seeking a degree at another college, make sure the course is appropriate for your program at that institution.

- Certain courses begin and end on different dates. Check the individual course descriptions.

- No one will be admitted to a course after the second day.

- You must have access to the Internet and an email address prior to registering.

Textbooks
The Charter Oak State College book list is posted each semester with the online textbook provider, MBS Direct. Summer 2009 books will be available beginning March 30, 2009 at http://www.charteroak.edu/bookstore. Online orders may be placed at this site or phone orders may be placed at 1-800-325-3252. Some courses may require additional materials not listed with our online bookstore. Required materials such as eBooks, lab kits, DVD’s or videotapes, recordings on iTunes and library books will be listed on the course syllabus at http://www.charteroak.edu/syllabus.

- Some courses require that you purchase an Access Key or PIN number to complete assignments and quizzes online. These will be packaged with the next text if ordered through MBS Direct. Used texts are available for many courses. However, if you purchase a used text, you will need to purchase a new Access Key through the publisher.

- Some courses include a study guide, often a series of supplemental readings and a video guide where appropriate. You must receive your texts prior to the start of the course in order to maintain the required schedule.

- Students should not purchase eBooks unless the course syllabus requires an eBook. Page and chapter references may be different from the original text which your instructor is using. If you choose to purchase course materials from another book vendor, Charter Oak State College regrets that it cannot assist you if you encounter a problem with that vendor.

- Students may list their used books for sale on the Charter Oak State College Academic e-lounge, http://www.charteroak.edu/current/services/elounge.cfm

Questions regarding courses should be emailed to the Distance Learning Office, dlinfo@charteroak.edu.

Checklist for Distance Learning Students

☐ Register no later than two weeks prior to the start of the course for the Summer semester.

☐ Check your course syllabi at http://www.charteroak.edu/syllabus. Course syllabi and the instructor’s contact information will be available in Blackboard® four days before the course begins.

☐ Order your textbooks from MBS Direct, at http://www.charteroak.edu/bookstore, or at 1-800-325-3252. Titles which may be purchased at our online
bookstore plus any additional required materials will be found in the course syllabus. If you have a problem receiving your textbooks, notify the Distance Learning Office immediately.

- Order any additional materials, i.e., eBooks, videotapes or DVDs that are required for your course(s).
- If you are new to Blackboard®, you must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/
- If you have a documented disability which may require accommodations, you must contact the Disabilities Resource Coordinator at 860-832-3841 prior to the start date of the course.

**How to Begin Your Courses**

After registering students will receive an ID number, username and password to access ACORN, Blackboard® and their Charter Oak State College email.

- **ACORN** is the Student Web Portal at https://acorn.charteroak.edu/ics/. Students may register and view their course schedules at this site. They may also access personalized information such as grades, status reports, billing and special announcements.

- **Blackboard®**, http://bb.charteroak.edu, is the online site where students enter their courses. If you are new to Blackboard®, you must view the Online Course Demonstration at http://www.charteroak.edu/bb/cosc_course_demo/

  Courses are available in Blackboard® four days prior to the course start date. After logging in, click on the appropriate course to enter the course.

- **Charter Oak State College Email** is accessed at https://webmail.charteroak.edu/. All course work and correspondence will be sent only to your Charter Oak State College email. It should be checked on a regular basis.

**Policies and Regulations**

**Academic Appeals**

If a student feels an error has been made by the instructor in assigning the final course grade, the student may appeal as provided in the Academic Appeals Policy stated in the Charter Oak State College Student Handbook http://www.charteroak.edu/handbook and Official Catalog http://www.charteroak.edu/catalog.

**Academic Honesty**

In the Charter Oak State College Student Handbook, Proscribed Conduct is stated as follows: “Charter Oak State College may discipline a student in the following situations:

For academic dishonesty, which shall in general mean conduct, which has as its intent or effect the false representation of a student’s academic performance including but not limited to: (a) cheating on an examination; (b) plagiarizing, including submission of another’s ideas or papers as one’s own; (c) stealing or having unauthorized access to examinations; (d) falsifying records, transcripts, test scores or other data; or (e) being represented by another individual for all or part of a distance learning course or examination.”

By registering for a Distance Learning course, a student attests that all assignments submitted and examinations completed are the work of the enrolled student. Dishonesty will result in an “F” in the course and may incur other disciplinary action for Charter Oak State College students including dismissal from the College.

Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill an academic requirement in another course at Charter Oak State College or any other institution.

If a student perceives the possibility of overlapping assignments, the student should consult with the appropriate faculty. Exceptions to this policy can be made for students taking the one credit research course offered by Charter Oak State College (ENG 103). In a course where students are required to submit drafts of a paper, the policy applies only to the final paper.

Plagiarism is a serious offense. All suspected acts of plagiarism will be reported to the College. Students are expected to follow the proper method of writing and citing all sources used in a research paper.

Charter Oak State College uses electronic monitoring to check students’ papers for plagiarism. Currently Charter Oak State College is using the plagiarism detection website, Turnitin.com. By enrolling in a Charter Oak State College course, all enrolled students thereby affirm and agree that:

1. All papers submitted for credit may be submitted to Turnitin.com for review by Turnitin.com for the detection of plagiarism, which is determined by a process that assesses the degree of textual similarity between the submitted paper and all the papers contained in Turnitin.com’s extensive databases; and
2. All papers submitted to Turnitin.com will thereafter be retained in Turnitin.com’s database for the sole purpose
of determining whether future papers submitted to Turnitin.com have been plagiarized.


Adding and Dropping Courses

Charter Oak State College offers 8 and 5-week terms in the summer. There are add/drop dates for each term. If you wish to add a new course or drop a course in which you enrolled, login to https://acorn.charteroak.edu and return to your Course Schedule.

The second day of the course at 11:59 p.m. ET is the deadline for all Add/Drops. After that date there is a financial penalty for withdrawing. (See Calendar and Refund Schedule.)

If you are receiving financial aid, contact the Financial Aid Office to find out what impact the add/drop or withdrawal will have on your financial aid.

Extensions

No extensions will be granted to students enrolled in online courses. However, under “special circumstances” such as serious illness of the student or death in the family, a student may request two weeks to complete the course at no charge. If permission is granted by the instructor and the Director, Distance Learning Program, the student must complete the course within the two week period. If at the end of the two weeks, the outstanding work has not been submitted to the instructor, the grade may become an “F” grade.

Grades

The faculty will grade assignments and examinations within one week of receiving them and provide grades and comments when appropriate. The student must receive a passing grade on the final examination or final paper/project (if one is required), to pass the course. Upon completion of the term, students will be able to access their final grades online at https://acorn.charteroak.edu after they are posted by faculty. No paper grade reports will be sent. Note: Grades posted in Blackboard® are not official grades.

How the course grades are determined is outlined in the course syllabus. All research papers, assignments and examinations must be completed by the dates in the course syllabus. Failure to do so may result in an “F” grade.

Students using a proctor for the HIS 102 final exam can find the proctor form at http://www.charteroak.edu/Current/Forms/ProctorForm.doc.

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<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range (%)</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Range (%)</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0-100.0</td>
<td>4.0</td>
<td>C</td>
<td>73.0-76.9</td>
<td>2.0</td>
</tr>
<tr>
<td>A</td>
<td>90.0-92.9</td>
<td>3.7</td>
<td>C</td>
<td>70.0-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>87.0-89.9</td>
<td>3.3</td>
<td>D+</td>
<td>67.0-69.9</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>83.0-86.9</td>
<td>3.0</td>
<td>D</td>
<td>63.0-66.9</td>
<td>1.0</td>
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<tr>
<td>B-</td>
<td>80.0-82.9</td>
<td>2.7</td>
<td>D-</td>
<td>60.0-62.9</td>
<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>77.0-79.9</td>
<td>2.3</td>
<td>F</td>
<td>0.0-59.9</td>
<td>0.0</td>
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<tr>
<td>W</td>
<td></td>
<td></td>
<td></td>
<td>Withdrawal – Student officially withdrew.</td>
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<tr>
<td>I</td>
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<td>Incomplete – For video-based or practicum only. Issued with the approval of the instructor and the Director, Distance Learning Program when, due to special circumstances, a student is granted an extension. Online students are not entitled to extensions.</td>
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<tr>
<td>AU</td>
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<td>Audit – Allowed if the instructor of the course grants permission prior to registration. An audit grade cannot be changed to a letter grade after the course begins, nor can a letter grade be changed to an audit grade after the course begins.</td>
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<tr>
<td>P</td>
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<td></td>
<td>Pass – Students do not have an option of electing to take a course as Pass/Fail. P grades are allowed only for courses that have been approved by the Academic Council as Pass/Fail.</td>
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Charter Oak State College Institutional Grading Policy
Repeating Courses
Grades for courses taken by matriculated Charter Oak State College students through Charter Oak State College are part of a student’s permanent record. If a course is repeated, the most recent grade will apply toward the degree and the grade point average. The credits are applied toward the degree only once and the original grade remains on the record.

Students who repeat a course must begin the course again, completing all assignments and tests. Students will be graded on work completed during the repeated course term.

Note: Repeating courses may affect financial aid. Contact the Financial Aid Office at Charter Oak State College for further information, (860-832-3872)

Revision Policy
Charter Oak State College reserves the right to cancel or postpone courses, limit registration and enrollments, change instructors, and alter requirements from the published course schedule.

Charter Oak State College Refund Schedule
Refunds apply to tuition charges only. Fees are non-refundable.

There are no refunds for the following courses:
- EDU 305: Autism and Asperger’s Disorder
- EDU 315: Child Abuse
- EDU 320: Teaching Diversity
- ENG 099: Criterion Writing Assessment
- HCN 010: Introduction to Home Care Nursing
- HCN 011: Clinical Practice in the Home Care Environment
- HCN 012: Home Care Regulations and Documentation Requirements
- ITE 100: Computer Literacy
- NUR 021: LPN Refresher Course Module One
- SCI 202: Environmental Science Lab

For refund purposes, the week concludes on Sunday at 11:59 pm (ET). Students who withdraw from a Distance Learning Course are eligible for tuition refunds on the following schedule:

Refund schedule for students taking the 8-week accelerated courses
May 27, 2009  Last day to receive  100% tuition refund
May 31, 2009  Last day to receive  80% tuition refund

June 7, 2009  Last day to receive  50% tuition refund
June 14, 2009  Last day to receive  25% tuition refund

There will be no refunds for withdrawals from the 8-week accelerated courses after June 14, 2009.

Refund schedule for students taking the Session 1, 5-week courses
May 27, 2009  Last day to receive  100% tuition refund
May 31, 2009  Last day to receive  50% tuition refund

There will be no refunds for withdrawals from Session 1, 5-week courses after the end of the first week.

Refund schedule for students taking the Session 2, 5-week courses
June 30, 2009  Last day to receive  100% tuition refund
July 5, 2009  Last day to receive  50% tuition refund

There will be no refunds for withdrawals from Session 2, 5-week courses after the end of the first week.

Refund schedule for Students taking Non-Credit Certificate Programs (except HCN 010: Introduction to Home Care Nursing, HCN 011, HCN 012 and NUR 021)

Instructional (Web-Based) Modules:
- 100% tuition refund:  Up to the end of the second day of the module
- 80% tuition refund:  End of first week of the module
- 50% tuition refund:  End of second week of the module

Clinical Modules:
- 100% tuition refund:  Up to the end of the second day of the module
- 50% tuition refund:  End of first week of the module

There will be no refunds for withdrawal after the end of the first week.

Title IV Refund Policy
Charter Oak State College Refund Policy complies with the amended version of 34 CFR Section 668.22 of the Higher Education Amendment of 1998. Students in the following categories will have all charges recalculated under the Return of Title IV Funds calculation formula:
- students who withdraw from or fail all classes;
- students with a semester GPA of 0.00;
- students who do not return after an approved leave of absence;
- students who are expelled; or
- students who stop attending.

All aid will be prorated based on the period of course enrollment up to the 60% point in the course enrollment
period. This is determined by dividing the number of completed days by the total number of days in the course enrollment period. No refund will be given after the 60% point in the course enrollment period.

Students with Disabilities
Charter Oak State College recognizes the special needs of students with disabilities. The College will make every effort to accommodate the requirements of students with documented disabilities. If you have a documented disability that may require some modifications in the course/examinations, please notify Linda Larkin, Disabilities Resource Coordinator, prior to registering for a distance learning course. She can be reached at 860-832-3841 or at llarkin@charteroak.edu.

Student Responsibilities
Students registering for courses
- acknowledge that the student is liable for and must pay the total tuition and fees if not covered by financial aid or a third party.
- agree to comply with Charter Oak State College’s refund policies.
- affirm and agree that any work submitted for credit may be checked with Turnitin.com for detection of plagiarism.
- attest that all assignments submitted and examinations completed are the student’s own work.

Dishonesty will result in an “F” in the course and may incur other disciplinary action for Charter Oak State College students, including dismissal from the College.

Withdrawal Policy
Charter Oak State College’s course withdrawal policy:
To receive a grade of “W” a student must withdraw from the following courses by the times and dates listed below:
- 8-week course: no later than 11:59 p.m. ET on Sunday, July 12, 2009.
- Session One 5-week course: no later than 11:59 p.m. ET on Sunday, June 21, 2009.
- Session Two 5-week course: no later than 11:59 p.m. ET on Sunday, July 26, 2009.

There are potential academic and financial consequences related to this policy. Students seeking a degree at Charter Oak State College should discuss their particular situation and the potential implications with their Academic Counselor. Students receiving Financial Aid should contact the Financial Aid office. Non-Charter Oak State College students should contact their home institution. A student should take the responsibility for initiating the withdrawal process by submitting the withdrawal form to the Distance Learning Office by the dates listed above. After these deadlines, students must complete the course or receive a failing grade (“F”).

Withdrawal Process
To withdraw after Day Two of any course, students must complete the electronic withdrawal form at http://www.charteroak.edu/bb/Withdrawal/WDform1.cfm. This link is posted on the Charter Oak State College website in the “Forms” section and in each Blackboard® course. If you experience any technical difficulties completing the form, you should contact the Distance Learning Office via email at dlinfo@charteroak.edu.

Students must officially withdraw by the withdrawal deadlines (above) to avoid receiving an “F” grade in the course.

Merely informing your Instructor or Counselor of your intent to withdraw does not constitute an official withdrawal.

Official Notification
The date that a student submits an electronic withdrawal will be used as a student’s official withdrawal date.

All students who withdraw from courses will receive confirmation from the Distance Learning Office as verification that their withdrawal request has been received and processed.

The student transcript will reflect a “W” for each course from which he/she has withdrawn.

Note:
The Return of Title IV Funds will apply for any Title IV recipient who withdraws from course work for the semester or has a semester GPA of 0.00. The College will use the Return of Title IV Funds policy to determine any unearned portion of Title IV aid that must be returned to the appropriate aid program(s).

Academic Support

Faculty
Most faculty teach at Connecticut colleges or universities and are hired for the specific course based on content expertise, teaching experience and commitment to adult education. The instructor assigned to each course will assess your academic progress through written assignments and examinations.

Students are urged to contact their instructor if they have questions about the course or if they feel they are falling behind. A telephone call or email is equivalent to asking
a question in an onground class or visiting an instructor in his/ her office to discuss issues.

**Library Access**
Charter Oak State College provides online library resources. Charter Oak State College students may access the libraries through the Acorn portal at [http://acorn.charteroak.edu](http://acorn.charteroak.edu). After logging in with your Charter Oak State College user name and password, click on the “Students” tab. On the student page, click on “Library Access” on the left toolbar and follow directions on the Library Access page. This link is accessible in each Blackboard® course through “COSC Resources.”

**Research Papers**
Many Charter Oak State College courses require students to write research papers. To assist you with your writing and research skills, you may want to visit [http://www.turnitin.com/research_site/e_home.html](http://www.turnitin.com/research_site/e_home.html).

If you have not taken a college course recently, you may wish to purchase a study skills book to assist you in successfully completing your work or you may want to register for our one-credit research writing course, ENG 103.

**Tutoring**
Charter Oak State College provides free online tutoring in math, writing and several other subject areas to students taking its courses. To take advantage of the online tutoring service, go to [http://www.etutoring.org](http://www.etutoring.org) and create your student tutoring account. If you have any questions, please email dlinfo@charteroak.edu.

**Certificate Programs**

If students wish to earn a certificate, they must receive a letter grade of “C” or above in each required course.

**Computer Security Certificate Program**
The certificate in Computer Security is designed for those students who have a background in computers and/or computer security who want to specialize in this area. Students seeking a certificate in the 15-credit program must successfully complete the following five online courses with a grade of “C” or better: ITE 101, ITE 135, ITE 220, ITE 335 and ITE 435. Please see [http://www.charteroak.edu/Prospective/Programs/computersecuritycertificate.cfm](http://www.charteroak.edu/Prospective/Programs/computersecuritycertificate.cfm) for more information.

**Health Insurance Customer Service Certificate**
The certificate in Health Insurance Customer Services is designed for students who are interested in career development within the Health Insurance industry. It is also appropriate for individuals seeking to transition into the Health Insurance industry. All of the courses are available in an online accelerated format through Charter Oak. The required courses are HCA 101, HCA 105, HCA 111, HCA 115, HCA 201 and ITE 101. For more information, please see [http://www.charteroak.edu/Prospective/Programs/healthinsurancecustomerservicecertificate.cfm](http://www.charteroak.edu/Prospective/Programs/healthinsurancecustomerservicecertificate.cfm).

**Project Management Certificate Program**
The certificate in Project Management enables students to prepare for the pinnacle of professional certification with the Project Management Institute (PMI). Students seeking a certificate in the 9-credit program must successfully complete the following three online courses: MGT 460, MGT 462, and MGT 464. Please see [http://www.charteroak.edu/Prospective/Programs/projectmanagementcertificate.cfm](http://www.charteroak.edu/Prospective/Programs/projectmanagementcertificate.cfm) for more information.

**Public Safety Certificate Program**
There are two certificates in Public Safety Administration designed for professionals who work in public safety and wish to enhance their professional knowledge and skills. A complete listing of course requirements may be found at [http://www.charteroak.edu/Prospective/Programs/PSACertificates.cfm](http://www.charteroak.edu/Prospective/Programs/PSACertificates.cfm).

**Credential in After School Education**
The Credential in After School Education is a professional certification program developed through collaboration among Charter Oak State College, the Connecticut After School Network (formerly CSACA), and Connecticut Charts-A-Course. The Credential establishes educational and experiential competency standards for specialists in the care and education of children, ages 5 – 12, outside of school hours. Requirements for the Credential consist of four online courses offered by Charter Oak State College, and 240 hours of documented experience in after school education, with submission of a professional resource file and completion of either a 1-credit or a 3-credit field experience course, depending on the applicant’s level of previous experience.

The **Credential in After School Education** courses include:

- **ASE 255**: Introduction to After School Care and Education. **This course must be taken first and is**
offered every semester. The remaining three courses may be taken in any order:

- **ASE 260**: Program Environment and Curriculum Development in After School Education
- **ASE 265**: Child and Adolescent Development
- **ASE 270**: Supervision and Leadership in After School Education Field Experience Practicum Courses:
  - **ASE 398**: After School Education Practicum; 1-credit – for people who have at least 240 hours of experience OR
  - **ASE 399**: After School Education Practicum; 3-credits – for people without prior experience. For further information, go to [http://www.charteroak.edu/Current/Programs/Credentials/AfterSchool/afterschool.cfm](http://www.charteroak.edu/Current/Programs/Credentials/AfterSchool/afterschool.cfm) or contact Carole Weisberg at cweisber@charteroak.edu or 860-832-3933.

### Summer 2009 - Credit Course Offerings

All Summer courses are 8-week, accelerated courses unless otherwise noted.

Some courses may be team dependent or assigned group projects. For specific requirements, check the course syllabus at [http://www.charteroak.edu/syllabus](http://www.charteroak.edu/syllabus).

Students matriculated at Charter Oak State College should refer to the [General Education Requirements](http://www.charteroak.edu/syllabus) to learn which courses satisfy their degree requirements.

The College reserves the right to cancel any course.

**NO REGISTRATION WILL BE PROCESSED WITHOUT APPROPRIATE PAYMENT or APPROVED PROMISSORY NOTE.**

### AFTER SCHOOL EDUCATION

**ASE 255: Introduction to After School Care and Education**

Carole Weisberg, Instructor

This course provides students with an overview of the knowledge and skills necessary to implement a developmentally appropriate after school program for children in elementary and middle school. The term “after school program” refers to all out of school time programs including before and after school, vacation and summer programs that assume responsibility for student safety and promote positive child and youth development or extend educational support to children, youth and families in a program operating under state approval or licensing authority. This course examines established quality standards and best practices and their practical application to daily program practices. Topics covered include child development, social/emotional climate, health and safety, physical environment, curriculum planning, and program management in after school care. This course is a pre-requisite for all other After School Education courses.

**ASE 265: Child and Adolescent Development**

Susan Krampitz, Instructor

Prerequisite: ASE 255.

This course explores the principles and theories of normal child growth and development from birth through adolescence, focusing on ages 5 - 15. The course will focus on the physical, social, emotional and cognitive domains of development and their application to after school programs, well-known theories of development, developmental milestones, the internal and external influences of culture, family and the community on child and youth development, and the developmental assets children and youth need to succeed.

**ASE 315: Positive Guidance for Children and Youth (Formerly ASE 215)**

Robert Newman, Instructor

Prerequisites: ASE 255 and ENG 101.

This course will focus on well known theories and basic concepts associated with positive guidance and positive discipline as developed by Alfred Adler, Rudolf Dreikurs, Thomas Gordon, and others. Topics include understanding individual temperaments in children and adults, linking positive guidance to school-age development, using a wide range of positive guidance strategies to address individual needs and characteristics, exploring causes of misbehavior, identifying and addressing causes of conflict in school-age programs, and using class meetings to promote problem solving and building a classroom community. Students will also investigate the use of positive guidance strategies with children with special needs and disabilities and with those who exhibit challenging behaviors such as escalating anger, aggressiveness, and bullying.
ASE 398: After School Education Practicum  
Susan Krampitz, Instructor

**Prerequisites**: ASE 255 (formerly ECE 255), ASE 260, (formerly ECE 260), ASE 265, and ASE 270.

This one credit course is for students with 240 hours of prior supervised experience planning to earn the Credential in After School Education. Students will be required to present documentation of their experience in after school care and education. Students should take either ASE 398 or ASE 399 depending upon their experience OR by permission of the instructor.

**BIOLOGY**

BIO 105: Nutrition  
Susan Deane, RN, MSN, Instructor

**Prerequisite**: High School Biology.

This course will focus on the functions of Macronutrients (carbohydrates, protein and fat) and Micronutrients (vitamins and minerals) and how they are digested, absorbed, and metabolized. The relationships between nutrition and wellness/disease; energy intake and energy expenditures; weight control, physical activity and diets will be examined. Food safety and food biotechnology will also be covered in this course. Students will analyze their own diets based on the material covered in the course. PowerPoint software is required for group projects.

BIO 110: Biology 1 with Lab  
Harold Drabkin, Ph.D., Instructor

**Recommended Prerequisite**: ENG 101.

**Cannot be used toward Biology concentration.**

This introductory course in biology provides a panoramic view of life on earth and emphasizes the interrelation among all living organisms. The use of actual case studies provides opportunities for students to relate biological concepts to their own place in the environment and to develop an understanding of the biosphere. Students taking the lab will be required to sign a waiver. This course cannot be taken by students who have taken a biology course at another institution.

BIO 130: Human Biology with Lab  
Susan Deane, RN, MSN, Instructor

**Cannot be used toward Biology concentration.**

This course is a 4-credit introductory course dealing with the structure and function of the human organism and the issues facing humans in today’s world. It is intended to give students a better understanding of our place in nature. Emphasis will be placed on the biochemical, cellular, tissue, organ, and organ-system levels of development. The online lab emphasizes the application of scientific method, basic laboratory methods, and principles of human anatomy and physiology. This lab component will parallel the lecture content and use cooperative learning and technology in laboratory activities.

**BUSINESS**

BUS 250: International Business  
Lisa Marie Bigelow, Instructor

This course provides an overview of globalization and examines the utility and adaptability of core business functions within a global context; the fundamentals of international trade, foreign direct investment, international finance, international human resource management, international operations management, outsourcing, decision making in the multinational enterprise, international management, and corporate strategies.

**CHEMISTRY**

CHE 101: Chemistry with Lab  
Jeff M. Dykes, Instructor

**Recommended Prerequisite**: High School Algebra.

**Cannot be used toward Chemistry concentration.**

This introductory course will cover general chemistry via asynchronous online discussions, presentations and demonstrations. Lab theory and skills will be a combination of online discussion and a home lab.

Students will be required to sign a home lab waiver.
COMMUNICATIONS

COM 326: Organizational Communication 3 credits
Beth O’Brien-Tracy, Instructor

This course investigates communication and relationships in creating a productive work environment, including non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

CRIMINAL JUSTICE

CRJ 101: Criminal Justice 3 credits
Robert Eddy, Instructor

This course will provide a practical understanding and general overview of the American criminal justice system. Students will be introduced to the major law enforcement agencies and their history, including the organization and function of the police, prosecution, corrections, and court systems.

CRJ 210: Forensic Science 3 credits
John DeCarlo, Instructor

Cannot be used toward Science concentrations.
Counts toward fulfillment of Natural Science General Education requirement.

This course will familiarize students with the basic principles and uses of forensic science in the American system of justice. It covers crime scene investigation, collection and categorization of physical evidence, the physical properties of glass and soil, instrumental analysis, hair, fiber and plant evidence, forensic serology, arson evidence, DNA evidence, fingerprints, tool and firearm marks and document and voice analysis. Students will gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced.

EARLY CHILDHOOD EDUCATION

ECE 101: Introduction to Early Childhood Education 3 credits
Dawn Levasseru, Ph.D., Instructor

Prerequisite: ENG 101.

This course covers the history, theory, philosophy, and goals of Early Childhood Education, the role of the teacher and of the environment as they influence student learning, a variety of early care and education programs, typical developmental characteristics; what it means to be an Early Childhood Professional, including the Code of Ethical Conduct; and how to meet the needs of individual children, including those with special needs.

ECE 215: Behavior Management in Early Childhood 3 credits
Gayle van Dijk, Instructor

Prerequisite: Introduction to Child Development.

This course covers behaviors seen in children from birth through age eight, practical ideas to help children build self-esteem, develop self control and be a part of a prosocial environment, and identify problem behaviors and recognize potential causes.

ECE 220: Music for Early Childhood Professionals 3 credits
Carol A. Mowen, Ph.D., Instructor

This course discusses the importance of including music in early childhood for the full development of the individual child. Research into Koday and European models of early childhood music instruction, Suzuki and Asian models for early childhood music instruction, and current best-practices in the United States will be conducted. The learner will compare and contrast the instruction and learning styles among cultures, evaluating each for its effectiveness. Then, students will synthesize these approaches and formulate a plan for practical implementation of integrating music in an educational setting.

“I always felt Charter Oak was a ‘for me’ not a ‘for profit’ institution.”
ECE 310: Speech and Language Development  
Carol A. Mowen, Ph.D., Instructor

This course researches the means by which humans acquire speech and language, and the obstacles in developing these communication skills. The history of speech and language development in mankind, cultural differences in its development, and the best practices in professional speech and language assistance will be researched.

ECE 350: History of Montessori Education  
Melissa Canova, Instructor

This course is designed to help students understand the philosophy which guides the Montessori Method. A historical and comparative perspective of leading Early Childhood theorists will allow for a deep understanding of how Maria Montessori formulated her philosophy and classroom materials.

ECE 399: Child Study Practicum  
Regina Miller, Ph.D., Instructor

Prerequisites: 15 credits in Early Childhood Education including an Early Childhood Methods course; and 3 credits in Child Development (psychology or education). Only Charter Oak State College degree seeking students may register for this course.

The practicum enables students who work in or do extensive volunteering in an early childhood education setting to earn credits for this experience. A minimum of 500 hours will be required and must be completed in one location prior to applying for the practicum credits and completing the assessment process. For more information about the practicum requirements, please contact Carole Weisberg at 860-832-3933 or email her at cweisberg@charteroak.edu.

EARTH SCIENCE

ESC 111: Earth Science  
Kristine Larsen, Ph.D., Instructor

This course is the study of earth as a self-interacting system of rock and metal interior and surface (geology), surface oceans (oceanography), and atmosphere (meteorology) and its place in the solar system (astronomy).

ECONOMICS

ECO 101: Microeconomics  
Anthony Pranzo, Instructor

This course explores the basic theories and models of microeconomics; scarcity and choice, supply and demand, and market structure.

ECO 102: Macroeconomics  
Anthony Pranzo, Instructor

This course teaches the essentials of macroeconomic theory and practice. The lessons develop the concepts, strategies and models required for analyzing key issues, including: Gross Domestic Product (GDP) and its components; the importance of interest rates, saving and investment to economic growth; unemployment; the money supply, price levels and inflation; international trade and capital flows; the aggregate supply and demand model; and monetary and fiscal policy issues.

ECO 410: Global Economics  
John M. Halstead, Ph.D., Instructor

Prerequisites: ECO 102 and ENG 101

This course examines the global economy. It analyzes how the international economy is integrated; assesses the effectiveness of different trade organizations such as the WTO; examines the theory of comparative advantage and the modern trade theory; analyzes intra-industry trade and analyzes the impact of protectionism such as tariffs on global trade. The course also examines the impact of international trade on labor and the environment; the balance of payments; exchange rates and the exchange rate systems; open economy macroeconomics; past international financial crises; NAFTA, and the impact of the European Union on the global economy.

“Your online courses provided a terrific learning experience. It was a pleasure to be associated with this type of effort.”
EDUCATION

Students taking any EDU Education credit courses must be currently working in an educational setting in order to complete the observation requirement.

EDU 305: Autism and Asperger’s Disorder
Peter Love, Ph.D., Instructor

EDU 305 requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at http://www.charteroak.edu/syllabus.

This course describes Autism and Asperger’s Disorder including characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies; and helps the learner understand why individuals with Autism spectrum disorders behave the way they do, and what the learner can do to enhance more appropriate behavior. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC).

There are no refunds for this course.

EDU 315: Child Abuse

This course requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at http://www.charteroak.edu/syllabus.

This course is designed to help the learner identify and effectively teach students affected by child abuse and/or neglect. It covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students; discusses the specific factors that exist in families who abuse or neglect their children; and the special learning needs of abused or neglected children in the regular classroom. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC).

Note: This course meets the child abuse and neglect educational requirement in most states. It is the responsibility of the student to verify the course content with your specific state professional licensing agency to ensure proper credit.

There are no refunds for this course.

EDU 320: Teaching Diversity

This course requires completion of a case study assignment with student observations and site visits. Please refer to the course syllabus at http://www.charteroak.edu/syllabus.

This course is designed to give the learner the knowledge, tools and dispositions to effectively facilitate a diverse classroom. It teaches how to understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course is on understanding how students’ learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. This course was authored by Virtual Education Software, Inc. (VESI) and is licensed to Charter Oak State College (COSC).

There are no refunds for this course.

ENGLISH

ENG 099: Criterion Writing Assessment

On-Demand
Non-credit

Criterion is a Web-based service that evaluates a student’s writing skills and provides instant score reporting and diagnostic feedback to the student. The evaluation is available at no charge to students seeking a degree at Charter Oak State College and to any student registered for a Charter Oak Distance Learning class. Other students (not seeking a degree or not enrolled in a Distance Learning course) may take this assessment for a $40 non-refundable fee. If you are registered for ENG 101, you will be enrolled into Criterion at no additional charge and receive your login information on the Friday before your course begins. (See ENG 101.)

ENG 101: English Composition 1

Deborah Bradford, Ph.D., Instructor
Paul Rosenberg, Instructor

Prerequisite: ENG 099.

All students registering for ENG 101 will also be registered in Criterion Writing Assessment. You will receive your enrollment into Criterion and your password on the Friday before your course begins. This writing
assessment takes 45 minutes to an hour of your time and must be completed prior to the course start date.

This writing course emphasizes the relationship between reading and writing. From readings, writings, and discussions, the student will discover that writing is a process of inventing, planning, drafting, reading critically, revising, editing, and proofreading. When writing essays using such patterns of development as narration, description, comparison-contrast, cause-effect, and argumentation-persuasion, the student will also see the importance of considering purpose, audience, tone, point-of-view, organization, and development.

**ENG 102: English Composition 2 3 credits**  
Deborah Bradford, Ph.D., Instructor  
Paul Rosenberg, Instructor

**Prerequisite:** ENG 101.

This writing course will continue to develop essential skills that students learned in ENG 101. Students will learn and practice the various techniques of argumentation-persuasion, working on their own and working with a peer partner. Emphasis in this course is on longer and more substantive essays as well as a research paper.

**ENG 103: Research Writing 1 credit**  
Deborah Bradford, Ph.D., Instructor  
Session 1: May 26 – June 27, 2009  
(Papers must be submitted by July 3, 2009.)

**Prerequisite:** ENG 101.

This course is a five-week one credit research course for learning basic research skills and integrating the ideas of others into one’s own text. It encompasses the basic elements of research. The course will cover finding and narrowing a topic, creating an argument, gathering information, writing and revising the rough draft, and editing.

**ENG 302: World Literature for Children 3 credits**  
Ruth MacDonald, Ph.D., Instructor

**Prerequisites:** ENG 101 and ENG 102.

This course surveys literature available to children around the world, starting with folk and fairy tales and moving to modern novels. The course will consider cultural assumptions about childhood and differences among the literatures and countries. Special consideration will be given to illustration and translation of literature into English.

**ENG 304: American Short Story 3 credits**  
Paul Rosenberg, Instructor

**Prerequisites:** ENG 101 and 102, or permission of the instructor.

This course is an intensive study of the American short story. The reading ranges from works by Washington Irving, Hawthorne, and Poe to contemporary writers like Annie Proulx, Edwidge Danticat, Mary Gaitskill, and Tim O’Brien. Many other major American authors will also be studied, including Twain, Chopin, Cather, Hemingway, Faulkner, Fitzgerald, Baldwin, Carver, and others. The course will consider a variety of cultures and viewpoints but will stress the uniquely American nature of the readings. Criticism and commentary by some of the authors will also be considered.

**ENVIRONMENTAL SCIENCE**

**SCI 201: Environmental Science 3 credits**  
Barry J. Vroeginday, Ed.D., Instructor

This course draws on information from several traditional sciences such as chemistry, biology, geology, physics, and botany along with concepts from engineering, geography, economics, and sociology to explore key aspects and controversial issues in the field of environment science. Topics such as local and regional environmental problems, natural cycles, energy, biodiversity, population, human health, air and water pollution, weather, food and water supply, and waste issues will be covered and discussed. The course identifies and emphasizes the connections among all living things and the physical world. Those students interested in receiving lab credit associated with this course should enroll in the 1-credit SCI 202: Environmental Science Lab course.

**SCI 202: Environmental Science Lab 1 credit**  
Barry J. Vroeginday, Ed.D., Instructor

**Prerequisites:** ENG 101 and ENG 102.

This course will introduce the student to a current topic in environmental science of their choosing. The student will investigate a specific environmental issue, topic, or product related to their community and/or personal experience, establish a hypothesis (if applicable), and
test the hypothesis through the scientific method. In an effort to complete this 1-credit course, the student will select a topic, perform a “field” effort (visit a site or facility, interview expert sources, etc.), and submit a Field Experience Action Plan, Draft Field Experience Report (optional), and a Final Field Experience Report in American Psychological Association (APA) format. Traditional and Web-based research methods and resources will be required and demonstrated throughout the course and specifically in the Final Field Experience Report. The one credit SCI 202 lab may be taken only once.

This course will be conducted in an on-demand format. The student must complete this course within 90 days of registering for the course; however, it is recommended that the student complete all three units in a timely manner. If the student is receiving Financial Aid, the student must complete this course by the end of the semester in which the student registered for the course.

There are no refunds for this course.

HEALTH CARE ADMINISTRATION

HCA 101: Health Care Systems and Administration 3 credits
Lewis W. Mustard, Ph.D., J.D., Instructor

This course provides a broad introduction to the health care system and organizations in the United States; public health, participants in the health care system, customer service skills, management skills, budgeting and planning, marketing, information technology in health care, historical developments, trends, public policy, ethical issues, comparisons with systems in other countries, and the impact of global economy on health care administration.

HCA 105: Medical Terminology 3 credits
Jeff M. Dykes, Instructor

This course will cover medical terminology via asynchronous online discussions, presentations and demonstrations. Emphasis will be placed on recognition, evaluation and deduction of medical word meanings by applying word-building rules. An additional focus of study will be to define and use words pertaining to the various sub-specialties of medicine.

HCA 115: Medical Records Science 3 credits
Cheryl Goretti, Instructor

Prerequisite: HCA 105.

In this course students will investigate the importance of the medical record in the health care system. Topics will include: Purpose: format, production and accuracy of medical records; Contents of the record; Ownership: access, retention and destruction of medical records; privacy requirements of medical records; and HIPAA regulations concerning medical records and uses of the medical record.

HCA 301: Contemporary Ethical Issues in HCA 3 credits
Michael Hartwig, Ph.D., Instructor

This course is an examination of contemporary ethical issues that arise in the context of health care (including such issues as informed consent, termination of life support, research ethics, genetics and cloning, reproductive technologies, and professional ethics). The course will include an introduction to main ethical principles, codes of ethics, and ethical theories that are relevant to understanding and resolving ethical problems/issues. It will also examine current political issues, such as the impact of finances, which may have an effect on the health care decision making process, with a focus on the ethical implications of health care policies and decisions.

HCA 311: Health Care Economics 3 credits
Michael A. S. Guth, Ph.D., J.D., Instructor

This course illustrates how microeconomic theory can be used to understand the markets as well as to analyze various problems and issues relating to health economics, including international comparisons. Current political issues will also be addressed as they relate to health care economics.

HCA 321: Continuous Quality Improvement in HCA 3 credits
Lewis W. Mustard, Ph.D., J.D., Instructor

This course is intended to provide a basic interdisciplinary perspective on quality management in health care including organizational behavior, operations management, and health services research. This approach to quality management examines the unique tools and approaches fundamental to Total Quality Management (TQM) Continuous Quality Improvement (CQI).
HCA 350: Transcultural Competency 3 credits in HCA
Lewis W. Mustard, Ph.D., J.D., Instructor

This course explores the relationship between cultural understanding and quality health care and its importance in discussing health care disparities.

HCA 450: Leadership in HCA 3 credits
(duplicates MGT 450)
Lewis W. Mustard, Ph.D., J.D., Instructor

This course focuses on the role of leadership in health care administration.

HIS 102: U.S. History 2: 3 credits
1877 – 1990’s
Ronald Banks, Instructor

Prerequisite: ENG 101.

This course requires an onsite proctored final exam scheduled for July 18, 2009.

This course follows the nation’s progress from the celebration of its centennial through the last quarter of the twentieth century, examining significant events and major players and challenging the learner to think critically about the meaning of American history.

HIS 350: Contemporary China 3 credits
Terrence Monroe, Instructor

Prerequisite: ENG 101.

This course examines those major events and issues in China’s modern history from 1949 through the present day that have shaped its politics, culture and industrialization. It makes comparisons and describes linkages, historically and culturally, between China, its Asian neighbors, and the Western powers. It addresses China’s turmoil under Mao Zedong, surveys its unprecedented economic development and impact on the global community, and considers the challenges posed by China’s modern role as “workshop to the world.”

HIS 350 is an approved Survey Course in Non-Western History for teacher certification in Connecticut.

INFORMATION TECHNOLOGY

ITE 100: Computer Literacy 1 credit
On-demand
Pass/Fail Grading

Satisfies the Charter Oak State College General Education requirement in Information Literacy.

ITE 100 cannot be used in the computer sciences concentration. It may duplicate other computer literacy courses.

All financial aid students who register for this course must begin and complete the course during the semester.

All non-financial aid students may begin their course immediately upon registering and will have three months from the date of their course registration to complete the course. There are no refunds for this course.

In this course students will complete a diagnostic-prescriptive program covering the fundamental computer skills necessary for success in school, business and industry. The online computer assessment program has four basic components: assessment, learning, management and certification. Topics will include operating common technology devices; performing basic file management tasks; applying troubleshooting strategies for solving routine hardware and software problems; using software productivity tools; using technology to communicate and collaborate through email, Internet, and discussion groups and the location and collection of information from a variety of sources. Those who achieve a perfect score will receive a certification in computer literacy.

ITE 101: Management Information Systems 3 credits
Richard V. McCarthy, D.B.A., Instructor

This course will provide an understanding of how information technologies gather, store, process and communicate information. The course combines a conceptual understanding of the technology necessary for success in the information age, along with an
understanding of the hardware and software required for an organization to successfully utilize technology. Attention will also be given to the legal, social and ethical uses of technology.

ITE 135: Computer Security 3 credits
Chris Rose, Ph.D., Instructor

Session 1: May 26 – June 27, 2009

Prerequisite: ITE 101.

This course provides a broad overview of information security and introduces the student to the history, terminology, and concepts of technology security. This course also provides an introduction to the management of information technology security and an overview of the legal and ethical aspects of an increasingly interconnected digital world.

ITE 220: Networking and Data Communications 3 credits
George Claffey, Instructor

This course introduces students to the concepts of communication, telecommunications, and networking. It will give a general overview of computer networks and focus on the terminology and technologies.

ITE 330: Systems Analysis and Design 3 credits
John Rusnak, Ph.D., Instructor

This course will allow students the opportunity to study IT systems from various angles. It will introduce students to techniques and strategies to carry out system design with a focus on a developer's view. The course will consider methodologies to analyze both legacy systems and design of newly specified systems. Other applicable topics such as modular design components, iterative versus flexible design, databases and data collection will also be studied.

ITE 335: Computer Systems Security 3 credits
Chris Rose, Ph.D., Instructor

Session 2: June 29 – August 1, 2009

Prerequisites: ITE 101, ITE 135 and ITE 220.

This course examines the field of information security from both the managerial and technical perspective. It provides a broad review of the field of information; covers the terminology of the field, the history of the field and an overview of how to manage an information security program. This course closely follows the knowledge domain of the Certified Information Systems Security Professionals (CISSP) and includes much of the CISSP body of knowledge.

ITE 430: Database Management and Design 3 credits
Hong Zhou, Ph.D., Instructor

Prerequisites: ITE 101, ITE 135, ITE 220 and ITE 335.

This course presents a comprehensive introduction to the design and implementation of database management systems use in a modern business environment. The course provides the students with the skills needed to understand how to design, develop and implement relational database management systems to solve business problems.

INTERDISCIPLINARY STUDIES

IDS 102: Prior Learning Portfolio Development 3 credits
Julie McNamara, Instructor

Prerequisite: 6 credits of English Composition or permission of the instructor.

This is the required course for anyone seeking portfolio credit. It introduces students to the principles and methodology of assessing college level knowledge acquired outside the traditional classroom.

IDS 120: The Global Village 3 credits
Ruth MacDonald, Ph.D., Instructor

This course is an introduction to literature, art, music, religion, dance, film and other humanities disciplines from the several continents of the world. The emphasis is on a worldwide awareness of the humanities from 1945 to the present.

IDS 400: Grant Writing 3 credits
Paul Rosenberg, Instructor

Session 1: May 26 – June 27, 2009
(The final project must be submitted by July 3, 2009.)
**Prerequisites:** ENG 101 and ENG 102 or permission of the instructor.

This course will cover the components of successful grant writing for the nonprofit sector. Research, letter of intent/executive summary and the elements of a strong, well-written proposal will be discussed.

**MANAGEMENT**

**MGT 315: Organizational Behavior**  
3 credits  
Cheryl Harrison, Ph.D., Instructor

**Prerequisite:** MGT 101.

This course is focused on information about people and their behavior within the context of a working environment: motivation, feedback, influence, and stress-coping techniques.

**MGT 450: Leadership Practices**  
3 credits  
Kathleen Dove, Instructor

**Prerequisite:** ENG 101.

This course enables adult learners to understand and develop their leadership style. Role-playing and leadership-inventories are used to develop insight into human relations and to develop the personal and interpersonal skills needed in leadership roles. Emphasis is placed on the ability to anticipate and manage change.

**MGT 451: Team Leadership**  
3 credits  
Kathleen Dove, Instructor

This course enables adult learners to examine the interpersonal dynamics of teams and team interaction; develop skills for leading teams of empowered members, explore group processes like goal setting and problem solving; learn how teams interact with their organization; and look at managing work design, culture and change.

**MGT 460: Fundamentals of Project Management**  
3 credits  
Richard H. Calder, Instructor

This course introduces adult learners to the practice of project management in a team environment. Topics include project management life cycles, basic planning and scheduling, team management and control tools. Key issues include project goal and scope definitions, team composition and communication, risk and change management, rigorous tracking and project closeout.

**MGT 464: Mastering Project Management**  
3 credits  
Richard H. Calder, Instructor

**Prerequisites:** MGT 460 and MGT 462.

This advanced course examines how to drive change and improve business performance by introducing enterprise-wide project management into an organization. Topics include formation of a project management office (PMO), management of a portfolio of projects and review of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) and the requirements for professional certification.

**MATHMATICS**

**MAT 100: Elementary Algebra**  
1 credit  
Robert J. Zabek, Ed.D., Instructor

Session 1: May 26 – June 27, 2009

**Prerequisites:** 1 year of high school algebra or permission of the instructor.

*Does not apply toward the Charter Oak State College Math concentration or toward Math general education requirements.*

It is recommended that students take MAT 100 the semester before enrolling in another Math course. However, with the permission of the instructor, students may enroll simultaneously in MAT 100 and another Math course.

This is a five-week, one-credit course that reviews the basics of algebraic notation and skills, which are the foundation for higher-level mathematics courses. It is specifically designed for students desiring to refresh their algebra skills prior to or while simultaneously taking MAT 101 or MAT 105 at Charter Oak State College. Topics include algebraic expressions; one-variable linear equations; slope and straight line formulas; graphs of linear equations and systems of linear equations; linear inequalities; and concepts of linear programming using systems of linear inequalities.
MAT 101: Contemporary Mathematics  
Robert J. Zabek, Ed.D., Instructor

**Prerequisite:** Students must have completed Algebra 2 in high school. Students who did not complete this course should enroll in MAT 100 as a co-requisite or a pre-requisite for MAT 101. Students who want to refresh their high school algebra may also want to consider enrolling in MAT 100.

This is an introductory mathematics course for the liberal arts curriculum. The purpose of this course is to develop conceptual understanding of the tools and language of mathematics and the ability to reason using them in today's contemporary world. Topics include street networks, producing and describing data, number and bar codes, weighted voting and apportionment, social choices and linear programming applications.

Students will be required to view online videos ("movies") through the Freeman publishing website at [http://bcs.whfreeman.com/fapp8e](http://bcs.whfreeman.com/fapp8e). This site requires Windows 98 or higher or MAC OS v10.15 or later and at least 64MB of RAM.

MUSIC

MUS 130: Survey of Jazz Styles  
Henry Lugo III, Instructor

**Recommended Prerequisite:** ENG 101 and the ability to aurally distinguish instruments from one another.

In this course, students will learn about jazz improvisation, the rhythm section and jazz composition. The roles of each jazz group member and how these roles have evolved will be discussed. Students will learn the distinctions (and similarities) between various sub-categories and chronological periods in jazz. Through reading and listening to jazz recordings, students will learn about great jazz artists including Louis Armstrong, Charlie Parker, Count Basie, Duke Ellington, Miles Davis and others.

This course requires access to a computer with a CD-RW drive for the downloading and CD burning of selected music from iTunes. Students should refer to the syllabus to install iTunes and go to the iMix for all the course materials prior to the start of the course on May 26, 2009.

NURSING

(See Non-credit Nursing courses.)

PARALEGAL STUDIES

The Paralegal Studies program is not designed to prepare students for law school.

PLG 105: Civil Procedure  
Josephine Spinella, J.D., Instructor

**Prerequisite:** ENG 101.

This course will provide students with an overview of the litigation process. Students will acquire a basic understanding of legal principles, with a focus on practical legal skills including the preparation of legal documents and working with both attorneys and clients throughout the legal process. Students will become familiar with the Practice Book and have a working knowledge of various legal forms.

PLG 110: Technology in Law  
Jeffrey Shama, J.D., Instructor

**NEW**

This course is designed to inform Paralegals/Legal Assistants on the use of computers in legal organizations. Students are encouraged to think independently and enhance learning by participation. Subjects to be explored include: introduction to computers, computer hardware and software, programs for word processing, spreadsheets and databases, timekeeping and billing programs, case management and docket control, discovery and litigation support, the internet, legal research and presentation graphics.

PLG 301: Legal Ethics and Professional Responsibility  
Christopher Heller, J.D., Instructor

**NEW**

This course examines the philosophical and practical issues, guidelines and problems in legal ethics. Students will develop a basic understanding of the professional codes of conduct and the laws governing the ethical behavior of legal professionals. Specific areas to be covered will include: unauthorized practice of law, conflicts of interests, confidentiality and privilege, proper handling of client funds, referral fees and fee splitting arrangements, retainer agreements and billing, attorney/firm advertising rules, and disciplinary procedures and malpractice.
PHILOSOPHY

PHL 201: Ethics in America 3 credits
Michael Hartwig, Ph.D., Instructor

Prerequisite: ENG 101.

This course examines contemporary ethical conflicts and provides grounding in the language, concepts, and traditions of ethics. Students are provided the intellectual tools with which to analyze moral dilemmas in the fields they choose to pursue and in the society in which all of us live.

PHL 485: Business Ethics and Individual Values (formerly Personal Values & Organizational Ethics) 3 credits
Nathan Greeno, Instructor

Several major ethical theories are reviewed in this course. In this course adult learners are asked to examine personal values through readings and workplace analysis; and to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

POLITICAL SCIENCE

POL 150 American Government 3 credits
Walton Brown-Foster, Ph.D., Instructor

This course will introduce students to the study of American politics. Students will learn many of the central concepts in political science to aid understanding and ability to comprehend the American political system. Of particular interest will be the theory and practice of democratic government in the U.S. and institutions and processes of American government as manifestations of democratic values.

POL 225: Latin American Politics and Government 3 credits
Walton Brown-Foster, Ph.D., Instructor

Prerequisite: ENG 101.

This course will introduce students to the study of 20th century Latin American politics and government. The vacillation between authoritarianism and democracy will be examined as well as the role of revolutionary change in the region.

POL 250: Ethics in International Relations 3 credits
Daryl Capuano, J.D., Instructor

This course queries the origins, theories, traditions, practice, and maintenance of the system of ethics and ethical behavior in the international system. The course explores the actors involved, ethical questions involved in conflict, trade, human rights, resource distribution, and case studies.

POL 350: International Terrorism 3 credits
Walton Brown-Foster, Ph.D., Instructor

This course will survey the development and evolution of the specific form of international and national political violence: terrorism. Emphasis will be placed on the theories of the causes, historical development, governmental and international responses and counter-terrorism strategies. Attention will be given to the political dilemmas posed by terrorism in democratic societies. Emphasis will be placed on American policy during the last forty years.

PSYCHOLOGY

PSY 301: Psychology of Play 3 credits
Patrice Farquharson, Ed.D., Instructor

Prerequisite: PSY 101.

This course will examine play as a medium for cognitive and social-emotional growth from infancy to adulthood. Particular emphasis will be placed on the creative aspects of play and its relation to fantasy and emotions as well as to the contrast with more structured experiences for children.

PSY 319: Psychology of Gender 3 credits
Robert Hunter, Ph.D., Instructor

Prerequisite: PSY 101.

This course provides an overview of the theoretical, empirical, and applied literature related to gender. Learners critically analyze research on gender and psychology; describe constructivist and essentialist perspectives to psychological issues related to gender; and relate course content to their own gendered
experiences. Topics include sex and gender differences and similarities in physical development, mental abilities, mental health issues and coping, spirituality, personality, social behavior, gender socialization in the context of ethnicity and class, sexual orientation, health, workplace, and media portrayal.

**PSY 321: Social Psychology**  
Robert Hunter, Ph.D., Instructor  
3 credits

**Prerequisite:** PSY 101.

This course presents fundamental principles underlying social influences upon human behavior; such as attitudes and attitude change, socialization, communication, group dynamics, inter-group relations as influenced by social structure and individual personality, cognition, and emotional factors.

**PSY 334: Psychology of Personality**  
Peggy Lauria, Psy.D., Instructor  
3 credits

**Prerequisite:** PSY 101.

This course reviews the development of personality theory, major models of personality, and the major theorists and their contributions to the field. Focus will be on personality development, personality structure, and potential for change.

**PSY 335: Psychology of Exceptional Children**  
Hannah Sellers, Instructor  
3 credits

**Prerequisite:** PSY 101.

This course is designed to increase the student's understanding of the psychology and education of the exceptional child. This course is not a methodology course, but will provide an overview of the range of exceptional characteristics that exist and the effects of these on learning: physical, mental, emotional, behavioral and social traits of children and adolescents. Other topics will include legal issues, giftedness (identification/classification/labeling), federal and state legislation, as well as diversity of culture and language. **PSY 335 has been approved as a Special Education course for teacher certification in Connecticut.**

**PSY 336: Abnormal Psychology**  
Peggy Lauria, Psy.D., Instructor  
3 credits

**Prerequisite:** PSY 101.

This course will examine the psychological and biological processes of abnormal behavior and explore the symptoms, theory and treatment of a wide variety of psychological disorders.

**PUBLIC ADMINISTRATION**

**PUB 315: Public Policy Analysis**  
Roger L. Kemp, Ph.D., Instructor  
3 credits

**Prerequisites:** ECO 101, ENG 101, and ENG 102.

This is an introductory course in the very broad field of public policy analysis. It will provide the student with an overview of various approaches to the study of public policy. Different concepts, theories, policy models, as well as the processes and techniques used in policy analysis, are examined. Students will be exposed to many different public policy issues. Students will have the opportunity to apply what they have learned in the course to a specific public policy issue during the semester.

**PUBLIC SAFETY ADMINISTRATION**

**Students taking Public Safety Administration courses are required to have a background in public safety or obtain permission from the instructor to take a course in this discipline.**

**PSA 305: Ethics in PSA**  
Lonnie Inzer, Instructor  
3 credits  
Session 2: June 29 – August 1, 2009

In this course students will explore case issues and philosophies as they relate to personal and professional accountability in the public safety environment.

**PSA 330: Cultural Diversity in PSA**  
John Meza, Instructor  
3 credits  
Session 1: May 26 – June 27, 2009

This course discusses the identification and analysis of various cultures and their diverse historical, economic
and societal variations within the context of public safety sector.

**PSA 440: Research Methodology** 3 credits
Glenn Simmons, Ph.D., Instructor

Session 2: June 29 – August 1, 2009

This course analyzes problems and needs within the public safety sector, review related literature, collect data and measure objectives. Students will apply analytic skills to a public safety related research project.

**PSA 465: Global Perspectives in Emergency Management in PSA** 3 credits
Bert Ouderkirk, Instructor

Session 1: May 26 – June 27, 2009

This course is an examination of Global Disaster Risk Reduction principles and their impact on American emergency management systems and planning.

**SOCIOMETRY**

**SOC 101: Sociology** 3 credits
Janet Lanci, Instructor

Prerequisite: ENG 101 (May be taken concurrently).

This course is an introduction to the basic concepts in Sociology and an analysis of culture, socialization, stratification, social organization, class, social interaction, social change and conflict.

**SOC 210: Sociology of the Family** 3 credits
Lucy Anne Hurston, Instructor

Prerequisite: ENG 101.

This course takes a look at marriage, family, and alternative life styles at the end of the twentieth century.

**SOC 311: Sociology of the City** 3 credits
Josiah Ricardo, Instructor

Prerequisites: SOC 101 or another sociology course, and ENG 101.

This course provides a conceptual and analytical framework for examining urban life and how ordinary people interpret and respond to the actual experience of living in cities. This course will examine the underlying causes of urban problems and then proceed with a discussion about possible solutions. Students will study urban poverty, family dissolution, school drop out, street violence, urban crime, and homelessness, before turning their attention to various strategies for addressing these problems.

**SOC 315: Sociology of Diversity** 3 credits
John Morra, Instructor

Students who have completed SOC 211: Sociology of Diversity will not receive credit for SOC 315: Sociology of Diversity.

This course is an examination of social diversity within the American society. The course will describe essential issues and the social significance of cultural minorities with special emphasis on the African-American experiences, as well as Hispanics, Native Americans, Asians and Euro-American ethnic groups. The student will explore the interrelationships with values, socioeconomic status, social mobility, racism, assimilation and segregation. This course is also designed to sensitize the student to the roles that race, ethnicity, social class, gender, and sexual orientation play in societal definitions of social diversity.

**SOC 350: Children, School and the Community** 3 credits
Gayle van Dijk, Instructor

Prerequisites: ENG 101 and a child development course.

This course will look at theories for partnering families and communities with schools and how to put them into practice for children from birth to age eight.

**SOC 449: Social Problems: Impact on the Workplace** 3 credits
Michael Starenko, Instructor

This course presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace.
HOME CARE NURSING

HCN 010: Introduction to Home Care Nursing
On-demand
Non-credit – 45 contact hours
This online, non-credit, certificate course was designed by the Connecticut League for Nursing in consultation with the Connecticut Association for Home Care to help Registered Nurses make the transition to home care nursing. Eligible participants in the course include newly graduated RN’s, experienced nurses who are currently employed elsewhere in the health care system, or those, who after a period of inactivity in nursing practice and completion of an RN refresher course, are interested in working in home care. The course content emphasizes information essential to a new home care nurse during the first few months of employment and will ease entry into this area of practice. The course, composed of twelve units offered entirely online, is self-paced and can be completed in as few as six weeks. Students may, however, register at any time and take up to six months from the date of registration to complete the course. A faculty mentor, who is an expert home care nurse, is available to guide students. Upon successful completion, participants earn 45 contact hours of continuing education credit. This course will be offered on a continuous basis. Two additional online orientation tutorials have been developed for use by health care agencies. For further information about the course contact the Connecticut League for Nursing at 860-276-9621. There are no refunds for this course.

Home Care Orientation Tutorials
This non-credit tutorial was designed by the Connecticut League for Nursing, in consultation with the Connecticut Association for Home Care and representatives of home care agency staff development personnel, for use in agency orientation and staff development programs. The content has been extracted from the longer more comprehensive Introduction to Home Care Nursing course to represent one of two, more focused, high priority, areas of content in most orientation programs. Students are allowed six months from the day of registration to complete the content of the tutorial. Upon successful completion, participants earn 15 contact hours of continuing education credit. This tutorial will be offered on a continuous basis. For further information contact the Connecticut League for Nursing at 860-276-9621. There are no refunds for these tutorials.

HCN 011: Clinical Practice in the Home Care Environment
On-demand
Non-credit – 15 contact hours
Home Care Orientation Tutorial One addresses the following units of content: the evolving role of the home care nurse; components of a home visit; the plan of care; effective team communication; and patient/family teaching concepts. There are no refunds for this course.

HCN 012: Home Care Regulations and Documentation Requirements
On-demand
Non-credit – 15 contact hours
Home Care Orientation Tutorial Two addresses the following units of content: patient’s rights, privacy, and confidentiality; regulations and accreditation in home care; home care payors and documentation requirements; and, OASIS. There are no refunds for this course.

RN REFRESHER COURSE

RNs who do not have a current Connecticut license, and who have been inactive in nursing practice for over 10 years MUST contact the State Board of Nurse Examiners at 860-509-8389 for review of their licensure status before registering for the refresher course. For additional information about course content, or questions about licensure guidelines, call the Connecticut League for Nursing at 860-276-9621.

This refresher course is offered in three modules to assist Registered Nurses who have been out of the workforce for three to ten years to return to active practice in first-level medical-surgical staff positions in hospitals, long-term care facilities, or in home care.

Only those who participate in all three modules will earn a refresher course certificate. Others, who may be interested in taking one or both of the first two modules for personal enrichment, may do so and earn the associated contact hours (45 hours per module). This course will be offered on a continuous basis. The next session begins on May 11, 2009. For further information, contact the Connecticut League for Nursing at 860-276-9621.
NUR 011: RN Refresher Course, Module 1
Non-credit – 45 contact hours
The first module is offered as a six-week, online, instructional course. Module one addresses basic concepts and skills applicable in the care of patients experiencing a variety of health care problems.

NUR 012: RN Refresher Course, Module 2
Non-credit – 45 contact hours
The second module is offered as an eight-week, online, instructional course. Module two addresses selected health problems for which there have been recent therapeutic advances. In each instance, the physiological and psychosocial aspects of the problem are explored, and the contemporary medical/surgical, pharmacological and nursing regimens are described.

NUR 013: RN Refresher Course, Module 3
Clinical
Non-credit – 90 contact hours
Module three is a supervised three-week, ninety contact hours, hands-on clinical practicum in a hospital or long-term care facility during which time the participant will have graduated experiences in providing direct care to patients. Current registration as an RN in the state of Connecticut, CPR Professional Certification, Professional Liability Insurance, and documentation of a recent Physical and current immunizations are required before students may participate in module three.

LPN REFRESHER COURSE
This course is designed for nurses who wish to return to staff level positions primarily on general medical-surgical units of hospitals, long-term/sub-acute care facilities, home care and physicians’ offices after being away from practice for three to five years or more. The course is offered in two modules for a total of 180 contact hours. For further information, contact the Connecticut League for Nursing at 860-276-9621.

NUR 021: LPN Refresher Course, Module 1
On-demand
Non-credit – 90 contact hours
Students may begin their course immediately upon registering. Students will have six months from the date of their course registration to complete the first Module. Module one is an online, instructional course. This module addresses basic concepts and skills applicable in the care of patients experiencing a variety of health care problems. It also addresses selected health problems for which there have been recent therapeutic advances. Physiological as well as the psychosocial aspects of problems are explored and contemporary medical-surgical, pharmacological and nursing regimens are described.

There are no refunds for Module 1.

NUR 022: LPN Refresher Course, Module 2
Clinical
Non-credit – 90 contact hours
Module two is a supervised three-week, ninety hour, hands-on clinical practicum in a hospital or long-term care facility during which time the participant will have graduated experiences in providing direct care to patients. Current registration as an LPN in the state of Connecticut, CPR Professional Certification, Professional Liability Insurance, and documentation of recent physical and current immunizations are required before students may participate in module two.

PERIOEPATRIVE NURSING
NUR 031: Introduction to Perioperative Nursing
Online/Clinical
Non-credit – 215 contact hours
Charter Oak State College, the Connecticut League for Nursing (CLN), the Connecticut Hospital Association (CHA) and the Connecticut Office of Workforce Competitiveness collaborated to develop this online course designed to meet the needs of hospitals statewide for access to a flexible and cost effective vehicle to prepare new RN recruits for the perioperative nursing specialty with the knowledge and skills necessary for beginning practice in the intraoperative phase of care. Hospital-based laboratory experiences are integrated throughout the online lessons of the course to provide hands-on experience in mastering the skills necessary to function in scrub and circulating roles in the operating room. The course will equip the participants to enter a structured precepted orientation program in their employing institutions, and upon its completion, into practice as an operating room staff nurse.

To be eligible to participate students must:
• be an employee in the operating room of a participating hospital, and
• be recommended by their employer to participate in the course.

The summer session will be offered July 20 – September 11, 2009. For further information, contact the Connecticut League for Nursing at 860-276-9621.
PHARMACISTS REFRESHER COURSE

This refresher course is offered in three modules to assist pharmacists who have been out of the workforce and need a venue to build confidence in their ability to practice. The course will assist pharmacists to reenter the profession and receive updated information concerning new drug entities, new medical therapies that are affected by drug usage, new working conditions, new patient care services, computerization, demands of third party payers and new state and federal regulations. The next sessions begin on May 26 and on August 10, 2009. For further information, contact the Connecticut Pharmacists Association at 860-563-4619.

PHA 011: Pharmacists Refresher Course, Module 1
Non-credit – 50 contact hours
This eight-week, online module addresses the most commonly prescribed drugs, the most commonly used over-the-counter medications, nutritional supplements, and herbal products.

PHA 021: Pharmacists Refresher Course, Module 2
Non-credit – 45 contact hours
Module two is a six-week, online module which addresses pharmacy law, third party issues, and prescription processing with a focus on safe prescription practices.

PHA 013: Pharmacists Refresher Course, Module 3
Clinical
Non-credit – 90 contact hours
This clinical module is a supervised, three-week, hands-on practicum in a community pharmacy.

Additional Opportunities to Earn College Credit at Charter Oak State College

Contract Learning
If you cannot access a course either because of scheduling conflicts or availability, you may be able to develop a contract through Charter Oak State College to learn the equivalent knowledge. Under the guidance of a faculty mentor, you prepare a contract which delineates what you will study, the resources you will use and the methods by which your knowledge will be assessed.

(Please note: Contract Learning is not available for all courses.)

For further information on Contract Learning, contact dlinfo@charteroak.edu.

Portfolio Assessment
If you wish to earn credit for college-level learning which you have acquired through work/life experience, you can do so through the Charter Oak State College Portfolio Assessment process. Students enroll in IDS 102, an eight-week, 3-credit portfolio development course. As part of the course, students will prepare a portfolio for one course of their choosing. They will have the option of submitting that course packet for review, with the potential of earning an additional three credits without an additional fee. After successfully completing the portfolio course, students who wish to gain additional credit through the portfolio process may develop more course portfolios on their own to submit for review. For further information about Portfolio Assessment, contact Dr. Maryanne LeGrow at mlegrow@charteroak.edu or 860-832-3846.

Testing
Another option for earning college credits is college-level testing. Students pursuing a degree at another college can check with their admissions office to see if their college will accept any standardized exams for credit toward their degrees. Students pursuing degrees at Charter Oak State College can access information about exams that we accept at http://www.charteroak.edu/Advising/StandardizedExams.cfm.

People without computer access or those wishing further information may call 860-832-3822.

Summer 2009 5-Week Courses

SESSION 1: May 26 – June 27, 2009
ENG 103 Research Writing
IDS 400 Grant Writing
ITE 135 Computer Security
MAT 100 Elementary Algebra
PSA 330 Cultural Diversity in PSA
PSA 465 Global Perspectives in Emergency Management in PSA

SESSION 2: June 29 – August 1, 2009
ITE 335 Computer Systems Security
PSA 305 Ethics in PSA
PSA 440 Research Methodology in PSA
Summer 2009 On-Demand Courses

ENG 099  Criterion Writing Assessment (non-credit)
HCN 010  Introduction to Home Care Nursing (non-credit)
HCN 011  Clinical Practice in the Home Care Environment (non-credit)
HCN 012  Home Care Regulations and Documentation Requirements (non-credit)
ITE 100  Computer Literacy (one credit)
NUR 013  RN Refresher Course, Module Three (non-credit)
NUR 021  LPN Refresher Course Module One (non-credit)
PHA 012  Pharmacists Refresher Course, Module Two (non-credit)
SCI 202  Environmental Science Lab (one credit)

Proposed Courses for Fall 2009

This course list is tentative and may be modified. Please check our website at http://www.charteroak.edu for updated information.

ACC 101  Financial Accounting
ACC 102  Managerial Accounting
ASE 255  Introduction to After School Care and Education
ASE 265  Child and Adolescent Development
ASE 315  Positive Guidance for Children and Youth
ASE 398  After School Education Practicum 1 cr
ASE 399  After School Education Practicum 3 crs
BIO 105  Nutrition
BIO 110  Biology 1 with Lab
BIO 120  Genetics with Lab
BUS 120  Business Law
BUS 250  International Business
BUS 341  Risk Management and Insurance
CHE 101  Chemistry with Lab
COM 101  Speech Communication
COM 326  Organizational Communication
CRJ 101  Criminal Justice
CRJ 205  The Criminal Justice System: Controversial Trials
CRJ 210  Forensic Science
CRJ 310  Criminology
ECE 101  Introduction to Early Childhood Education
ECE 215  Behavior Management in Early Childhood
ECE 220  Music for Early Childhood Professionals
ECE 250  Administration and Supervision of Early Childhood Programs
ECE 310  Speech and Language Development
ECE 325  Personnel Management in Programs for Children
ECE 350  History of Montessori Education
ECE 399  Child Study Practicum (6 credits)
ECE 450  Montessori Literacy Model
ECO 101  Microeconomics
ECO 102  Macroeconomics
ECO 410  Global Economics
EDU 305  Autism and Asperger’s Disorder
EDU 315  Child Abuse
EDU 320  Teaching Diversity
ENG 099  Criterion Writing Assessment
ENG 101  English Composition 1
ENG 102  English Composition 2
ENG 103  Research Writing
ENG 302  World Literature for Children
ENG 303  American Novel
ENG 305  Science Fiction
ESC 111  Earth Science
FAR 101  Art of the Western World
FAR 330  Women in Film
FIN 210  Financial Management
GEO 101  World Regional Geography
HCA 101  Health Care Systems and Administration
HCA 105  Medical Terminology
HCA 111  The Claims Environment
HCA 115  Medical Records Science
HCA 201  Health Care Quality Concepts and Principles
HCA 211  Health Care Finance
HCA 301  Contemporary Ethical Issues in HCA
HCA 311  Health Care Economics
HCA 321  Continuous Quality Improvement in HCA
HCA 350  Transcultural Competency in HCA
HCA 399  Health Care Administration Practicum
HCA 401  Regulatory and Accrediting Requirements in HCA
HCA 411  Health Care Law
HCA 450  Leadership in HCA
HCA 499  Strategic Management in HCA
HIS 101  U.S. History 1: New World – Reconstruction
HIS 240  History and Sociology of the American Indian
HIS 248  History of the American Constitution
HIS 302  Twentieth Century History 2
HIS 333  American Foreign Policy from 1945
HIS 350  Contemporary China
IDS 102  Prior Learning Portfolio Development
IDS 105  Latin American Culture
IDS 120  The Global Village
IDS 400  Grant Writing
ITE 100  Computer Literacy
ITE 101  Management Information Systems
ITE 135  Computer Security
ITE 220  Networking and Data Communications
ITE 225  Computer Organization
ITE 330  Systems Analysis and Design
ITE 335  Computer Systems Security
ITE 430  Database Management and Design
ITE 435  Network Security Management
JRN 101  Journalism
MAT 100  Elementary Algebra
MAT 101  Contemporary Mathematics
MAT 103  College Algebra
MAT 105  Statistics
MAT 115  Logic
MGT 101  Principles of Management
MGT 315  Organizational Behavior
MGT 325  Organizational and Group Dynamics
MGT 326  Organizational Theory
MGT 350  Entrepreneurship
MGT 365  Nonprofit Management
MGT 370  Operations Management
MGT 450  Leadership Practices
MGT 451  Team Leadership
MGT 460  Fundamentals of Project Management
MGT 461  Human Resource Management
MGT 462  Effective Project Management
MGT 464  Mastering Project Management
MGT 499  Strategic Management (Capstone Course)
“My class was a great learning experience. I now have more communication skills, teamwork skills and time management skills, than when I started.”
### Summer 2009 Courses – General Education Requirements

If you are seeking to fulfill General Education requirements, the chart that follows will help you determine how the course offerings will apply.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>New</th>
<th>Old</th>
<th>Liberal Arts</th>
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<td>Introduction to After School Care and Education</td>
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<td>Business Ethics and Individual Values</td>
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</table>

**NEW GENERAL EDUCATION REQUIREMENTS** – These degree requirements apply to those who matriculate as degree-seeking students at Charter Oak State College on or after July 1, 2005.

- a ..... Literature/Fine Arts
- b ..... Behavioral/Social Sciences
- d ..... Ethical Decision Making
- e ..... Written Communication
- g ..... Global Understanding
- n ..... Non-U.S. History and Culture
- o ..... Oral Communication
- s ..... Natural Science
- u ..... U.S. History/Government
- y ..... Information Literacy

All online courses that require the use of the internet to do research papers or projects meet the Information Literacy (y) requirement. All video-based courses with an online component also meet this requirement (y). Consult your academic advisor for information on your specific degree program.

**OLD GENERAL EDUCATION REQUIREMENTS** – These degree requirements apply to those who matriculated as degree-seeking students at Charter Oak State College prior to July 1, 2005.

- A ... Aesthetic Dimensions
- C ... Citizenship/Ethical Dimensions
- E ... English-Written Communications
- G ... Global Society
- H ... Historical Development
- I ..... Inter-relationship to Groups
- Q ... Quantitative/Analytic
- R ... Research
- S ... Scientific Process
- W .. Western Civilization
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R ... Research
S ... Scientific Process
W .. Western Civilization

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Do it for yourself.
Do it for your future.

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Revised 3/30/2009